

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**POLICE CAPTAIN
POLICE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs supervisory and administrative law enforcement work in the operation of the Police Department. Reports to the Police Chief.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs supervisory and administrative work assisting in the management of the Police Department through supervision of an assigned division. Work involves planning, developing and implementing policies; and directing administrative matters, such as budget preparation/administration and personnel/payroll administration of assigned division. Employee serves on the Police Chief's management team and is integral to development and enforcement of department policies and procedures. Employee may be required to assume command of major incidents. Considerable judgment and initiative are required in determining facts, interpreting the law and in making decisions without reference to higher authority. Employee is subject to the usual hazards of law enforcement work. Work is performed under limited supervision of the Police Chief and is evaluated in terms of the effectiveness and efficiency of divisions supervised and adherence to department policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assigns, directs and supervises, through direct or delegated supervision, activities of a division within the Police Department, ensuring that goals and objectives, policies, procedures and programs are planned and implemented in accordance with directives of the Chief of Police; reviews various reports, including activity logs and incident reports, and approves actions or makes recommendations as to procedure and efficiency; allocates manpower according to operational needs and proper distribution of workload.

Conducts staff meetings, and briefs subordinates; facilitates communication between subordinates and department management, ensuring understanding of expectations, requirements, problems, etc.; participates in department management team meeting, providing input based on expertise and observations; advises subordinates of management

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directives and ensures adherence to policies; adheres to and fosters/coaches peers and subordinates on matters relating to the department's Mission and Guiding Principles.

Administers or makes recommendations for personnel matters affecting division personnel, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Chief of Police.

Develops division budget proposals and administers allocated funds, ensuring development and maintenance of proper accounting and reporting mechanisms; oversees and approves expenditures, as appropriate; monitors payroll expenditures, approving overtime payments as appropriate.

Coordinates schedules due to personnel training, ensuring that adequate staffing is maintained at all times.

Receives and investigates complaints pertaining to conduct of subordinate personnel, programs, procedures, etc., interviewing various parties and reviewing reports, and preparing verbal and/or written responses and recommendations, as appropriate; prepares reports for the Deputy Chief or Chief of Police, as requested or otherwise deemed appropriate.

Assumes command of major incidents, coordinating allocation of equipment and manpower, and acting as liaison to other emergency response agencies and officials.

Prepares and maintains a variety of records and reports, compiling and submitting periodic summary reports in accordance with policies and/or requests.

Attends various community functions to establish law enforcement presence, and interacts with residents as appropriate to establish and maintain positive image of department and law enforcement activities.

Confers with media representatives, providing information pertaining to pertinent internal personnel changes, high-profile investigations, new programs, etc., as appropriate.

Coordinates all division community policing activities including responsibility of information provided in quarterly comstat meetings.

ADDITIONAL JOB FUNCTIONS

May serve as commander of special response unit, directing and participating in response to natural or manmade disasters, manhunts, hostage situations, barricaded suspects, etc.

Serves as department representative to City, state and/or community boards or commissions, attending meetings and participating in other activities of such groups, as appropriate.

Serves as department liaison to City departments and other law enforcement units, conferring and cooperating with other such personnel as appropriate.

Negotiates and develops contracts with vendors, obtaining merchandise and/or services at rates most beneficial to department and City.

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Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the operation, procedures, and legal processes of the Police Department.

Thorough knowledge of modern law enforcement principles, practices, and procedures.

Thorough knowledge of criminal investigative practices and procedures.

Thorough knowledge of the standard practices, materials, techniques, and equipment associated with assigned units or programs.

Considerable knowledge of the principles and practices of law enforcement program planning and budgeting.

Considerable knowledge of state open records laws pertaining to release of law enforcement and investigation records.

Considerable knowledge of the principles of supervision, organization, and administration.

Considerable knowledge of the current literature, trends, and developments in the field of law enforcement, including any specialty area(s) of assignment.

Skill in the use of firearms and other law enforcement equipment.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to plan, develop, implement, direct, supervise, monitor and modify goal-oriented law enforcement programs.

Ability to plan, assign, and supervise the activities of subordinates in multiple programs and to instruct them in proper work methods and procedures.

Ability to interpret and apply laws to specific cases and to exercise sound judgment in routine and emergency situations.

Ability to express ideas effectively orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with the general public.

Ability to provide leadership and work in a consulting capacity with a variety of public officials at various levels of authority and influence.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Non-Probationary status and have a minimum of six months time in grade with a Bachelor's Degree from an accredited college or university; **or** be of non-probationary

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status and a minimum of six months time in grade with a Master's Degree from an accredited college or university.

SPECIAL REQUIREMENTS

Certification as a Police Officer through the Criminal Justice Education and Standards Commission of North Carolina. Possession of a valid North Carolina driver's license.

In addition, chosen candidates for the rank of Captain must have successfully completed one of the following management level programs: Administrative Officers Management Program (AOMP), Law Enforcement Executive Program (LEEP), the Justice Academy's Management Development Program (MDP), or an authorized equivalent; **or** chosen candidates for the rank of Captain must sign an agreement to successfully complete one of the following management level programs; AOMP, LEEP, the MDP, or an authorized equivalent. Completion of one of these programs or current enrollment in one of these programs is preferred.

*** For additional training requirements see the Department's Standard Operating Procedures Manual.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job levels.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

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Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 21
Exempt